

# Fort Dodge Housing Agency PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005  
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## **PHA Plan Agency Identification**

**PHA Name:** Fort Dodge Housing Agency

**PHA Number:** IA107

**PHA Fiscal Year Beginning:** 7/2001

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2001 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☒ The PHA's mission is: The vision of the Fort Dodge Housing Agency is to provide affordable housing, touch lives, build futures, and provide changes through community partnerships.

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- ☒ PHA Goal: Expand the supply of assisted housing
- Objectives:
- ☒ Apply for additional rental vouchers:
  - ☐ Reduce public housing vacancies:
  - ☒ Leverage private or other public funds to create additional housing opportunities: Apply for funding to increase Housing Agency owned units by ten units.
  - ☒ Acquire or build units or developments
  - ☒ Other (list below):  
Execute contracts, when available, to manage more housing units in the City of Fort Dodge.

- ☒ PHA Goal: Improve the quality of assisted housing  
Objectives:
- ☒ Improve public housing management: (PHAS score) The Agency's last PHAS score was 97%. We had previous had a 100% and will work toward improving the 97%.
  - ☐ Improve voucher management: (SEMAP score)
  - ☐ Increase customer satisfaction:
  - ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - ☐ Renovate or modernize public housing units:
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☒ Other: (list below)  
The Fort Dodge Housing Agency continually looks for ways to improve assisted housing by meeting the needs of disadvantaged individuals in the community.
- ☒ PHA Goal: Increase assisted housing choices  
Objectives:
- ☐ Provide voucher mobility counseling:
  - ☒ Conduct outreach efforts to potential voucher landlords
  - ☐ Increase voucher payment standards
  - ☒ Implement voucher homeownership program:
  - ☒ Implement public housing or other homeownership programs:
  - ☐ Implement public housing site-based waiting lists:
  - ☐ Convert public housing to vouchers:
  - ☐ Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☒ PHA Goal: Provide an improved living environment  
Objectives:
- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - ☒ Other: (list below)

Provide children's program to increase quality of life for children in Public Housing and Section 8 programs.

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability: Provide quality FSS programs on job skills, job retention, dress for success, and interviewing techniques. The FSS PCC holds a "Road to Success" workshop annually. The Agency also gives referrals to other local agencies that provide employment training programs.
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below)  
The Agency has a non-profit corporation (Project One) that provides development and supportive services for children with opportunities for Section 8 and Public Housing residents to volunteer and provide community service.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: The Agency will continue to provide safe, affordable housing to all qualified applicants.
- ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

**Other PHA Goals and Objectives: (list below)**

## **I. Agency**

### **1. Goal: Enhance and Improve Communication, Compliance with Regulations, Program Resources, and the Financial Stability of the Agency.**

#### Objective

To continue quality compliance with regulations, increase program resources that are available to all participants, to improve communication among residents, staff and the general public and increase the financial stability of the agency by increasing the funding resources.

### **2. Goal: Enhance the Positive Image of the Agency for Public and Assisted Living in Our Community**

#### Objective

To improve the image by public speaking, news coverage, public service announcements, and positive stories regarding employee interaction with residents and the community.

### **3. Goal: Continue to Touch Lives and Build Futures**

#### Objective

To continue to provide self-sufficiency opportunities through Family Self-Sufficiency, Family Betterment Institute, home ownership, housing counseling, and other related services.

## **II. Public Housing**

### **1. Goal: Increase Number of Tenants Who Pay Rent on Time**

#### Objectives

- a. Strive for 90% rent collection.
- b. Provide tenant surveys-regarding barriers.
- c. Tenant involvement in self-sufficiency program to work on goals and objectives and budgeting.
- d. On-going communication with residents and network with other agencies.
- e. Complete a monthly rent assessment.

### **2. Goal: High Occupancy Rate and Decrease Occupancy Turnover Rate**

#### Objectives

- a. Provide questionnaire to tenants to evaluate and analyze tenant concerns.
- b. Conduct home-visits and promote friendly customer service.
- c. On-going communication with residents.
- d. Promote economic uplift.
- e. Create opportunities that give residents access to skills and resources.
- f. Provide continued education training and employment partnership.

### **3. Goal: Increase/Maintain PHAS Score**

#### Objectives

- a. Manage and enforce standards and maintain high performer of 90%.
- b. Enforce policies related to occupancy and admissions, and HUD regulations.
- c. Evaluate annual performance reviews to ensure continued success in each category.
- d. Preventive maintenance.

## **III. Section 8**

### **1. Goal: Continue to Manage the Agency's Section 8 Program in an Efficient and Effective Manner Thereby Qualifying as a Higher Performer under SEMAP**

#### Objectives

- a. Enforce policies and HUD regulations.
- b. Evaluate annual performance reviews to ensure the most possible points on each indicator.

### **2. Goal: Maintain Utilization Rate of 100%**

#### Objectives

- a. Expand the range and quality of housing choices available to participants in the Agency's Section 8 Program.
- b. Continue to monitor the waiting list and the number of current tenants being assisted.

### **3. Goal: Maintain an Exceptionally Efficient and Effective Section 8 Program that Maximizes Available Resources to Provide Quality and Affordable Housing Assistance.**

#### Objectives

- a. The Agency will conduct outreach efforts to potential landlords.
- b. The Agency will educate residents on the Section 8 Program so they may increase their understanding of HUD tenant participation rules.

#### **IV. Family Self Sufficiency Program**

##### **1. Goal: Maintain Appropriate FSS Enrollment and Escrow Accounts to Continue High Performance Designation in SEMAP**

###### Objectives

- a. Actively recruit Section 8 tenants to maintain at least 95% of FSS slots filled that are approved in FSS Action Plan.
- b. Provide information and referral for FSS participants to maintain at least 30% with active escrow accounts.

##### **2. Goal: Provide Classes to Encourage Self-Sufficiency with Training Assistance and Funding Provided by Program Coordinating Committee and Other Community Collaborations**

###### Objectives

- a. Provide “How to Be A Good Tenant” classes with completion certificate to assist tenants with positive image to encourage landlord approval.
- b. Provide “First Time Home Ownership” classes to all tenants to encourage self-sufficiency and future success.
- c. Provide “Budgeting/Bill Payment” classes to all tenants to increase opportunities for tenants to achieve self-sufficiency and increase positive image of tenants in the community.

##### **3. Goal: Increase Communication with FSS Participants**

###### Objectives

- a. Complete home visits to FSS participants’ homes every six months.
- b. Continue incentives each six months’ consecutive monthly contacts by FSS participants to the FSS Coordinator (phone, mail, or in person).

#### **V. Maintenance**

##### **1. Goal: Improve and Implement an Enhanced Preventive Maintenance Plan**

###### Objective

To increase deliver time for a higher quality maintenance service to all residents of the units owner and managed by the Agency.



**2. Goal: Strive to Increase Annual HUD Inspection to 100% on the Physical Assessment Section of the PHAS Scoring System**

Objective

Target Preventive Maintenance Plan to correspond with Annual inspection to decrease workload and increase the physical inspection score in order to deliver timely service in a quality manner.

**3. Goal: Strive to Increase the Capital Funding Projects**

Objective

Improve the targeted completion date on projects in a timely manner in order to improve the capital investment and enhance curb appeal for all units owned and managed by the Agency.

**VI. Family Betterment Institute (F.B.I.)**

**1. Goal: Maintain Enrollment at 90%**

Objective

- a. Send out newsletters and invitations of functions to the target group.
- b. Invite Public Housing and Section 8 tenants to parent/child activities. This will give a better understanding of what F.B.I. is about and give a better idea of what we do, as well as increase attendance.
- c. F.B.I. Coordinator will continue to conduct quarterly incentive trips to keep existing children interested in the program.

**2. Goal: Implement Advisory Committee to Assist with Additional Funding**

Objectives

- a. Focus on prominent business leaders and grant writers in the community.
- b. Meet quarterly with F.B.I. Advisory Committee.

**3. Goal: Create a Better Tracking System, Measuring Tools, and Data Collection**

Objectives

- a. Implement a new data tracking system by July, 2001.

b. F.B.I. Coordinator will target ten F.B.I. Agency who exemplify behavior problems at home and at school.

**Annual PHA Plan**  
**PHA Fiscal Year 2001**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

**Streamlined Plan:**

- ☒ **High Performing PHA**  
☐ **Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

**Not required.**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	1
1. Housing Needs	5
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	13
4. Rent Determination Policies	22
5. Operations and Management Policies	27
6. Grievance Procedures	28
7. Capital Improvement Needs	29
8. Demolition and Disposition	31
9. Designation of Housing	32
10. Conversions of Public Housing	33
11. Homeownership	34
12. Community Service Programs	36

13. Crime and Safety	39
14. Pets (Inactive for January 1 PHAs)	41
15. Civil Rights Certifications (included with PHA Plan Certifications)	43
16. Audit	44
17. Asset Management	44
18. Other Information	44

### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- ☐ Admissions Policy for Deconcentration – Not required per PIH 2001-4
- ☒ Five Year Capital Fund Action Plan - **Attachment “A” (ia107a02.doc)**
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ Membership and Comments of the Resident Advisory Board – **Attachment “B” (ia107b02.doc)**
- ☒ Community Service Plan – **Attachment “C” (ia107c02.doc)**
- ☒ Memorandum of Agreement with Department of Human Services – **Attachment “D” (ia107d02.doc)**

#### Optional Attachments:

- ☒ PHA Management Organizational Chart – **Attachment “E” (ia107e02.ppt)**
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan – **Attachment “F” (ia107f02.doc)**
- ☐ Other ( List below, providing each attachment name)

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Not Required Per PIH Notice 2001-4	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
NA	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
NA	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	782	4	3	3	2	2	2
Income >30% but <=50% of AMI	532	3	3	3	2	2	2
Income >50% but <80% of AMI	270	2	3	3	2	2	2
Elderly	470	3	3	3	2	2	2
Families with Disabilities	N/A	4	4	3	4	2	2
African-American	68	3	3	3	2	2	2
Hispanic	49	3	3	3	3	2	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☐ Consolidated Plan of the Jurisdiction/s  
Indicate year:
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset for Webster County, Iowa (1990)
- ☐ American Housing Survey data  
Indicate year:
- ☒ Other housing market study  
Indicate year: 1997
- ☒ Other sources: (list and indicate year of information)  
Information provided by human service agencies and responses of applicants who participate in other social service programs. Information was gathered at various meetings throughout the community with no particular coordinated method.

## **B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists**

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	83		191
Extremely low income <=30% AMI	70	84%	
Very low income (>30% but <=50% AMI)	13	16%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	39	47%	
Elderly families	5	6%	
Families with Disabilities	unknown	unknown	
Caucasian	69	83%	
African-American	14	17%	
Hispanic	2	2%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			



Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes:
How long has it been closed (# of months)?
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	26		26
Extremely low income <=30% AMI	22	85%	
Very low income (>30% but <=50% AMI)	3	12%	
Low income (>50% but <80% AMI)	1	3%	
Families with children	9	35%	
Elderly families	11	42%	
Families with Disabilities	unknown	unknown	
Caucasian	21	81%	
African-American	3	12%	
Hispanic	1	3.5%	
American Indian/ Nat. Alaskan	1	3.5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	16	62%	11

Housing Needs of Families on the Waiting List			
2 BR	9	35%	9
3 BR	0	0%	5
4 BR	1	3%	1
5 BR	0	0%	0
5+ BR	0	0%	0

Is the waiting list closed (select one)? ☒ No ☐ Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- ☐ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- ☐ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly

- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints

- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	\$93,959	
b) Public Housing Capital Fund	\$221,065	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,071,714	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$31,174	
g) Resident Opportunity and Self-Sufficiency Grants	\$42,406	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2000 CIAP	\$93,219	tuck pointing, plumbing improvements, doors, concrete repairs, flooring, operations, maintenance equipment
<b>3. Public Housing Dwelling Rental Income</b>		
Fiscal Year 7/01 – 6/02	\$275,000	operating expenses
<b>4. Other income (list below)</b>		
Non-dwelling Rent	\$5,000	tenant services
<b>4. Non-federal sources (list below)</b>		
Bancroft Public Housing	\$35,200	reimburse Bancroft employees, non-HUD operating expenses
Paragon Properties	\$82,000	non-HUD operating expenses, remodel/repair properties
Northridge Apartments	\$12,500	non-HUD operating expenses
<b>Total resources</b>	<b>\$2,936,237</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☒ Other: (describe)  
When the application for housing is completed.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list
- ☐ Sub-jurisdictional lists
- ☒ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other (list below)

Internet address [www.fdhousing.org](http://www.fdhousing.org)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 2
2. ☐ Yes ☒ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3. ☒ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists? 3
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- ☒ PHA main administrative office
  - ☐ All PHA development management offices
  - ☐ Management offices at developments with site-based waiting lists
  - ☐ At the development to which they would like to apply
  - ☒ Other (list below)
- Internet address [www.dodgenet.com/~fdha](http://www.dodgenet.com/~fdha)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- ☐ One
- ☒ Two
- ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

- a. Income targeting:
- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:



In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans’ families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

#### Date and Time

#### Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

#### Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

#### 4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### **(5) Occupancy**

#### a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition?  
(select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

**(6) Deconcentration and Income Mixing – Not Required (PIH 2001-4)**

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site based waiting lists  
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments

- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

\*\*Information is obtained by computer for Webster County.

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

☒ Other (describe below)

NONE

**(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☐ None

☒ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☒ Other (list below)

Internet address [www.fdhousing.org](http://www.fdhousing.org)

Department of Human Services

Connections

Domestic Sexual Assault Outreach Center

YWCA

**(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

At the request of the applicant – not to exceed 120 days.

**(4) Admissions Preferences**

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☐ Yes ☒ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of

application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences) **NONE**

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one) **NONE**

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one) **NONE**

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☐ The Section 8 Administrative Plan
- ☐ Briefing sessions and written materials
- ☒ Other (list below)  
**Not Applicable** - The Agency does not have any special-purpose Section 8 programs.

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- ☐ Through published notices

☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☐ \$0  
☒ \$1-\$25  
☐ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

Admissions and Continued Occupancy Policy, revised February 17, 2000

c. Rents set at less than 30% than adjusted income



1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)
- e. Ceiling rents
1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No
2. For which kinds of developments are ceiling rents in place? (select all that apply)
- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion

- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- ☒ Other (list below)
  - a. Any time there is a change in family composition.
  - b. Any time a family is reporting zero income.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families

- ☒ Rent burdens of assisted families  
☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0  
☐ \$1-\$25  
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☐ A brief description of the management structure and organization of the PHA follows:

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section		

8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office  
☐ PHA development management offices

☐ Other (list below)

**B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☐ PHA main administrative office  
☐ Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at **Attachment "A" (ia107a02.doc)**

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

## **(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- ☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at **Attachment "A" (ia107a02.doc)**
- or-
- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
  2. Development (project) number:
  3. Status of grant: (select the statement that best describes the current status)
    - ☐ Revitalization Plan under development
    - ☐ Revitalization Plan submitted, pending approval
    - ☐ Revitalization Plan approved

☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>
Disposition <input type="checkbox"/>



3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:

2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### **2. Activity Description**

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:

1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input type="checkbox"/>	Approved; included in the PHA’s Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input type="checkbox"/>	Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/>	Part of the development
<input type="checkbox"/>	Total development

## B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants  
☐ 26 - 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

b. PHA established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

**The Agency’s Community Service Plan is at Attachment “C” (ia107c02.doc) and the Memorandum of Understanding with the Department of Human Services is at Attachment “D” (ia107d02.doc).**

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- ☐ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive

services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self

Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

## **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☐ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☐ Informing residents of new policy on admission and reexamination
- ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☐ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

**D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports



- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ia107f02.doc)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**PET POLICY****18.1 EXCLUSIONS**

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and sanitary manner and to refrain from disturbing their neighbors.

**18.2 GENERAL**

The Fort Dodge Housing Agency will allow tenants of its Public Housing units to keep animals in the unit as pets, in accordance with the following rules and regulations.

**18.3 PREAPPROVAL AND REGISTRATION**

All public housing residents must have the prior approval of the Housing Agency before bringing a pet into their unit. To receive such approval, residents must sign a pet security deposit statement and also provide the following:

- All necessary city and county licenses/tags
- Ownership tag bearing the owner's name, address and phone number
- Proof of all vaccinations and inoculations required by law
- Written verification from a licensed veterinarian that any female dog or cat over six (6) months of age has been spade, and any male over eight (8) months of age has been neutered

- A pet deposit in the amount of Two Hundred Fifty Dollars (\$250) due at the time of registering. The pet deposit will be used by the Housing Agency to repair damage caused by the pet.

All pets must be registered annually at the time the unit Lease is renewed.

#### **18.4 TYPES AND NUMBER OF PETS**

The Fort Dodge Housing Agency will allow only domesticated dogs, cats, birds, and fish in aquariums as pets in its housing units. All dogs and cats must be neutered/spayed. All cats must be de-clawed.

Only one (1) pet (or one aquarium) per unit allowed.

Any animal deemed to be potentially harmful (as determined by the Housing Agency or an appropriate community agency) to the health or safety of others, including attack or fight-trained dogs, will not be allowed.

No animal may exceed thirty (30) pounds in weight. (Note: This weight limitation shall not apply to animals that are used to assist persons with disabilities.)

#### **18.5 INOCULATIONS**

In order to be registered, pets must be appropriately inoculated against rabies and other conditions prescribed by local ordinances.

#### **18.6 PET DEPOSIT**

A pet deposit of \$250 is required at the time of registering a pet. The deposit is refundable when the pet or the family vacate the unit, less any amounts owed due to damage by the resident's pet.

#### **18.7 FINANCIAL OBLIGATION OF RESIDENTS**

Any resident who owns or keeps a pet in a public housing unit will be required to pay for all damage caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Fort Dodge Housing Agency reserves the right to perform extermination and charge the resident therefore.

#### **18.8 NUISANCE OR THREAT TO HEALTH OR SAFETY**

The pet and its living quarters must be maintained in a manner so as to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Any pet that disturbs the peace of neighbors through noise, odor, animal waste, or other nuisance will result in the owner having to remove the pet. Violations of this pet policy more than once (1) shall be grounds for removal of the pet and possible eviction of the resident.

The Fort Dodge Housing Agency, or an appropriate community Agency, shall require the removal of any pet if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community.

### **18.9 DESIGNATION OF PET AREAS**

Pets must be kept in the owner's unit or on a leash at all times when outside (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the public grounds. Pet owners must clean up after their pets and are responsible for disposing of pet waste. Pets may not be present in any areas prohibited by health or other laws (i.e. group food handling areas, common dining areas).

### **18.10 VISITING PETS**

Visiting pets that meet the size and type criteria outlined above may stay in a housing unit where pets are allowed for up to two (2) weeks with Fort Dodge Housing Agency approval. Tenants who have visiting pets must abide by the terms of this policy regarding health, sanitation, nuisances, and peaceful enjoyment of others. If visiting pets violate this policy or cause the tenant to violate the lease, the tenant will be required to remove the visiting pet immediately. If the visiting pet remains in the residence, the tenants' lease will be terminated and eviction proceedings initiated.

### **18.11 REMOVAL OF PETS**

The Fort Dodge Housing Agency, or an appropriate community Agency, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - ☐ Not applicable
  - ☐ Private management
  - ☐ Development-based accounting
  - ☐ Comprehensive stock assessment
  - ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- ☐ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### **3. Description of Resident Election Process**

- a. Nomination of candidates for place on the ballot: (select all that apply)
- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☒ Other: (describe)  
Appointed by the Mayor of the City of Fort Dodge, same as other Board members.

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☒ Other (list)  
Appointed by Mayor.

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Consolidated Plan from the State of Iowa.
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☐ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

1. Increasing affordable rental housing.
2. Increasing owner and tenant participation.
3. Increasing number of leased units in Public Housing and Section 8.
4. Developing plans to purchase more housing through our Paragon Management and Housing Corporation.

☐ Other: (list below)

1. Increase affordable rental housing.
2. Meeting the needs of the disadvantaged.

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Unknown

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

Significant Amendments or Modifications are defined as follows:

- changes to rent or admissions policies or organization of the waiting list;
- additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- additions of new activities not included in the current PHDEP Plan;
- and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.





## Attachment “A”

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Fort Dodge Housing Agency		Grant Type and Number Capital Fund Program Grant No: IA05P10790599 Replacement Housing Factor Grant No:			Federal FY of Grant:  <b>1999</b>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2000 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	50489.00	50489.00	50489.00	50489.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	11000.00	9341.96	9341.96	7322.99
10	1460 Dwelling Structures	118373.00	130968.12	130968.12	111336.79
11	1465.1 Dwelling Equipment—Nonexpendable	11500.00	11500.00	11500.00	11500.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	23500.00	12562.92	12562.92	12562.92
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2– 20)	214862.00	214862.00	214862.00	193211.70

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
PHA Name: Fort Dodge Housing Agency		Grant Type and Number Capital Fund Program Grant No: IA05P10790599 Replacement Housing Factor Grant No:			Federal FY of Grant:  1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:   ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2000 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Fort Dodge Housing Agency		Grant Type and Number Capital Fund Program Grant No: IA05P10790599 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
107-2-01	Exit Lights	1460	57	3600.00	4161.32	4161.32	4161.32	100%
107-2-02	Air Conditioner Condensers	1460	9	5523.00	5523.00	5523.00	5523.00	100%
107-2-03	Replace Roof (link area)	1460	1	25000.00	30902.00	30902.00	30902.00	100%
107-2-04	Replace Entrance Doors	1460	4	3500.00	3500.00	3500.00	2130.00	50%
107-2-05	Replace Garbage Chute	1460	1	5000.00	4438.68	4438.68	4438.68	100%
107-2-06	Rehab Community Room	1460	1	10000.00	15693.12	15693.12	15693.12	100%
107-2-07	Replace Carpet	1460	15	18750.00	18750.00	18750.00	18750.00	100%
107-2-08	Tuck Point/Window Caulk	1460		8000.00	8000.00	8000.00	8000.00	100%
107-2-09	Replace Washers/Dryers	1465	20	11500.00	11500.00	11500.00	11500.00	100%
107-2-10	Landscaping/Fencing/Patio Lights	1450		5000.00	2250.00	2250.00	1681.81	75%
107-2-11	Passenger Van (elderly)	1475	1	18500.00	0			
107-2-12	Office Furniture	1475		0	7562.92	7562.92	7562.92	100%
107-2-13	Resurface Parking Lot	1450	1	4243.96	4243.96	4243.96	4243.96	100%
107-1-01	Replace Entrance Doors & Locks/ Interior Doors	1460	96	29000.00	29000.00	29000.00	10738.67	40%
107-1-02	Replace Carpet (family)	1460	14	10000.00	11000.00	11000.00	11000.00	100%
107-1-03	Tiling/Landscaping	1450		6000.00	2848.00	2848.00	1397.22	50%
107-1-04	Extractor/Snow Blower/Trailer	1475	1 ea.	5000.00	5000.00	5000.00	5000.00	100%
107	Administration	1410		50489.00	50489.00	50489.00	50489.00	100%

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Fort Dodge Housing Agency			<b>Grant Type and Number</b> Capital Fund Program No: IA05P10790599 Replacement Housing Factor No:				Federal FY of Grant: 1999
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
107-2-01	12/31/99		12/31/99	12/31/99	6/30/00	6/30/00	Parts on back order.
107-2-02	6/30/00		6/30/00	9/30/00		6/30/00	
107-2-03	6/30/00	9/30/00	9/30/00	9/30/00	12/31/00	12/31/00	Contractor's schedule.
107-2-04	3/31/00		3/31/00	6/30/00	3/31/01		Scheduling conflict.
107-2-05	12/31/99		12/31/99	12/31/99		12/31/99	
107-2-06	3/31/00	6/30/00	6/30/00	6/30/00		6/30/00	Delay in ordering furniture.
107-2-07	3/31/00		3/31/00	6/30/00		6/30/00	
107-2-08	6/30/00	9/30/00	9/30/00	9/30/00		9/30/00	Contractor's schedule.
107-2-09	3/31/00	6/30/00	6/30/00	6/30/00		6/30/00	Delay in placing order.
107-2-10	6/30/00	9/30/00	9/30/00	6/30/00	3/31/01		Weather related.
107-2-11	6/30/00			6/30/00			Project canceled.
107-2-12			12/31/99			12/31/99	New project.
107-2-13			12/31/99			9/30/00	New project.
107-1-01	6/30/00		3/31/00	6/30/00	3/31/01		Testing product before purchasing.
107-1-02	9/30/00		9/30/00	9/30/00		9/30/00	
107-1-03	6/30/00	9/30/00	9/30/00	6/30/00	3/31/01		Weather related.
107-1-04	12/31/99	6/30/00	6/30/00	12/31/99	9/30/00	9/30/00	Difficulty locating trailer.
107	6/30/00		12/31/99	6/30/00		6/30/00	

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Fort Dodge Housing Agency		Grant Type and Number Capital Fund Program Grant No: IA05P10750100 Replacement Housing Factor Grant No:			Federal FY of Grant:  2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2000 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	106460.00	106460.00	52129.71	52129.71
3	1408 Management Improvements				
4	1410 Administration	6065.00	0		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	48700.00	16000.00	845.97	845.97
10	1460 Dwelling Structures	27000.00	48365.00	26405.62	26405.62
11	1465.1 Dwelling Equipment—Nonexpendable	0	5522.00	5400.00	5400.00
12	1470 Nondwelling Structures	6000.00	2149.50	2149.50	2149.50
13	1475 Nondwelling Equipment	26840.00	42568.50	40915.68	40915.68
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	221065.00	221065.00	127846.48	127846.48
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Fort Dodge Housing Agency		<b>Grant Type and Number</b> Capital Fund Program Grant No: IA05P10750100 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <div style="text-align: center;">2000</div>
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:   )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: December 31, 2000 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Fort Dodge Housing Agency		<b>Grant Type and Number</b> Capital Fund Program Grant No: IA05P10750100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
107-2-01	Tuck Pointing	1460		5000.00	21365.00	21300.00	21300.00	99%
107-2-02	Plumbing Improvements	1460		2000.00	2000.00	202.24	202.24	10%
107-2-03	Concrete Repairs	1450		14700.00	0			
107-1-01	Doors – Interior & Exterior	1460		5000.00	5000.00	0	0	0%
107-1-02	Sheds	1470	4	6000.00	2149.50	2149.50	2149.50	100%
107-1-03	Concrete Repairs	1450		34000.00	16000.00	845.97	845.97	5%
107-1-04	Tuck Pointing	1460		5000.00	10000.00	0	0	0%
107-1-05	Carpet/Tile Replacement	1460	12	10000.00	10000.00	4903.38	4903.38	50%
107-1-06	Central Air – Ranch Units	1465	6	0	5522.00	5400.00	5400.00	97%
107-01	Operations	1406		106460.00	106460.00	52129.71	52129.71	50%
107-02	Office Equipment/Software	1475		1840.00	21565.00	21565.00	21565.00	100%
107-03	Maintenance Vehicle	1475	1	25000.00	11894.00	11894.00	11894.00	100%
107-04	Maintenance Equipment	1475	4	0	9109.50	7456.68	7456.68	80%



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Fort Dodge Housing Agency		<b>Grant Type and Number</b> Capital Fund Program No: IA05P10750100 Replacement Housing Factor No:					Federal FY of Grant: 2000
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
107-2-01	9/30/01			9/30/01			
107-2-02	9/30/01			9/30/02			
107-2-03	9/30/01			9/30/02			Project has been canceled.
107-1-01	9/30/01			9/30/01			
107-1-02	9/30/01		12/31/00	9/30/01		12/31/00	
107-1-03	9/30/01			9/30/02			
107-1-04	9/30/01			9/30/01			
107-1-05	9/30/01			9/30/01			
107-1-06		12/31/00	12/31/00		12/31/00	12/31/00	New project.
107-1	9/30/01			9/30/01			
107-2	12/31/00		12/31/00	12/31/00		12/31/00	
107-3	6/30/01		12/31/00	6/30/01		12/31/00	
107-4	9/30/01			9/30/01			

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Fort Dodge Housing Agency		<b>Grant Type and Number</b> Capital Fund Program Grant No: IA05P107 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <b>2001</b>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:   )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	116,130.00			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	23,950.00			
10	1460 Dwelling Structures	66,629.00			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	18,800.00			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	225,509.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Fort Dodge Housing Agency		<b>Grant Type and Number</b> Capital Fund Program Grant No: IA05P107 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  <div style="text-align: center;">2001</div>
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no:    )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
		<b>Original</b>	<b>Revised</b>	<b>Obligated</b>	<b>Expended</b>
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

## Annual Statement/Performance and Evaluation Report

### Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

#### Part II: Supporting Pages

PHA Name: Fort Dodge Housing Agency		<b>Grant Type and Number</b> Capital Fund Program Grant No: IA05P107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
107-01	Operations	1406		116,130.00				
107-02	Office Equipment (Digital Printer & Shredder)	1475		10,800.00				
107-03	Maintenance Equipment	1475		8,000.00				
107-2-01	Parking Lot Repairs	1450		1,250.00				
107-2-02	Replace Carpet	1460		12,444.00				
107-2-03	Replace Bathroom Sinks & Vanities	1460		15,660.00				
107-2-04	Plumbing Improvements	1460		3,000.00				
107-2-05	Replace Locks & Re-key (all units)	1460		10,000.00				
107-2-06	Patio Lights	1450		3,000.00				
107-2-07	Tuckpointing	1460		5,525.00				
107-1-01	Replace Concrete	1450		19,700.00				
107-1-02	Carpet/Tile Replacement	1460		10,000.00				
107-1-03	Dwelling Improvement (Replace Siding)	1460		10,000.00				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

PHA Name: Fort Dodge Housing Agency		<b>Grant Type and Number</b> Capital Fund Program No: IA05P107 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
107-01	6/30/02			9/30/02			
107-02	3/31/02			3/31/02			
107-03	6/30/02			6/30/02			
107-2-01	6/30/02			6/30/02			
107-2-02	9/30/02			9/30/02			
107-2-03	3/31/02			6/30/02			
107-2-04	9/30/02			9/30/02			
107-2-05	3/31/02			3/31/02			
107-2-06	6/30/02			9/30/02			
107-2-07	6/30/02			9/30/02			
107-1-01	9/30/02			9/30/02			
107-1-02	9/30/02			9/30/02			
107-1-03	6/30/02			9/30/02			

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

PHA Name: Fort Dodge Housing Agency				<input type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2002 PHA FY: 2002	Work Statement for Year 3 FFY Grant: 2003 PHA FY: 2003	Work Statement for Year 4 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 5 FFY Grant: 2005 PHA FY: 2005
	Annual Statement				
107/Administration		128,250.00	151,250.00	114,750.00	116,490.00
107-2/Deercreek		50,515.00	59,815.00	90,315.00	94,575.00
107-1/Scattered Sites		42,300.00	10,000.00	16,000.00	10,000.00
CFP Funds Listed for 5-year planning		221,065.00	221,065.00	221,065.00	221,065.00
Replacement Housing Factor Funds					

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 2 FFY Grant: 2002 PHA FY: 2002			Activities for Year: 3 FFY Grant: 2003 PHA FY: 2003		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	107/Administration	Operations	116,850.00	107/Administration	Operations	117,750.00
Annual		Tile Front Office	10,000.00		Purchase Commercial Mower	7,500.00
Statement		Maintenance Equipment	1,400.00		Purchase Passenger Van	20,000.00
	<b>Subtotal</b>		<b>128,250.00</b>		Computer Update	6,000.00
				<b>Subtotal</b>		<b>151,250.00</b>
	107-2/Deercreek	Replace Carpet	19,500.00			
		Plumbing Improvements	3,000.00	107-2/Deercreek	Replace Carpet	15,465.00
		Concrete Repair/Replacement	5,300.00		Replace Window Air Conditioners	41,100.00
		Reseal Parking Lot	1,250.00		Repaint Hallways	1,250.00
		Tuck Pointing	5,000.00		Plumbing Improvements	2,000.00
		Replace Windows	16,465.00	<b>Subtotal</b>		<b>59,815.00</b>
	<b>Subtotal</b>		<b>50,515.00</b>			
				107-1/Scattered Sites	Carpet/Tile Replacement	10,000.00
	107-1/Scattered Sites	New Garbage Areas	15,000.00			
		Carpet/Tile Replacement	10,000.00			
		Outside Lighting	2,000.00			
		Concrete Repair/Replacement	15,300.00			
	<b>Subtotal</b>		<b>42,300.00</b>			
<b>Total CFP Estimated Cost</b>			<b>\$221,065.00</b>			<b>\$221,065.00</b>

## Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities

Activities for Year: 4 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 5 FFY Grant: 2005 PHA FY: 2005		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
107/Administration	Operations	114,750.00	107/Administration	Operations	116,490.00
107-2/Deercreek	Exterior Painting	15,000.00	107-2/Deercreek	Window Replacement	94,575.00
	Plumbing Improvements	3,000.00			
	Window Replacement	72,315.00	107-1/Scattered Sites	Carpet/Tile Replacement	10,000.00
<b>Subtotal</b>		<b>90,315.00</b>			
107-1/Scattered Sites	Concrete Repair/Replacement	6,000.00			
	Carpet/Tile Replacement	10,000.00			
<b>Subtotal</b>		<b>16,000.00</b>			
<b>Total CFP Estimated Cost</b>		<b>\$221,065.00</b>			<b>\$221,065.00</b>



## **Attachment “B”**

### **Resident Advisory Board Committee Members & Comments**

#### **Members**

Jean Aspenson  
Ruth Wagner  
Colleen Dare  
Amy Long  
Cynthia Goeders

#### **Comments**

No comments were received from the Resident Advisory Board Members.

## **ATTACHMENT “C”**

### **DEFINITION:**

Community Service is defined as the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self sufficiency, or increase resident self-responsibility in the community. Community Service is not employment and may not include political activities. Community Service or self sufficiency activities performed by residents must not be substituted for work ordinarily performed by the PHA employees, or replace a job at any location where residents perform activities to satisfy the service requirement.

Some examples of what activities are acceptable under Community Service may include: participating in an economic self sufficiency program designed to encourage, assist, train, or facilitate, the economic independence of HUD-assisted families or to provide work for such families; assisting with literacy and self-esteem program in an after school youth program (like our FBI Program); assisting in a senior center providing elderly families with information on various services including transportation, meals, etc.; assisting in a church homeless shelter kitchen; volunteering at a neighborhood center, violence or abuse shelter, child care center, nursing home, or the YWCA/YMCA; and/or helping with yard work, cleaning, or getting their groceries.

### **REQUIREMENT:**

The Community Service requirement is a legislative mandate passed by Congress as part of the Public Housing Reform Act of 1998. This legislation requires that every “**nonexempt**” adult resident of Public Housing perform 8 hours of Community Service, participate in an economic self-sufficiency program for 8 hours each month. Under this provision of the law, noncompliance with the Community Service requirement is a violation of the lease and is grounds for termination and non-renewal of the lease.

### **RESIDENT RESPONSIBILITIES:**

1. Provide and cooperate with the PHA regarding verification of exempt or non exempt status for Community Service and self-sufficiency requirement.
2. Report any changes regarding exempt or non-exempt status to PHA.
3. For all adult residents in Public Housing, except for those determined to be exempt, must contribute 8 hours per month of Community Service or participate in an economic self-sufficiency program for 8 hours per month or perform a combination of both for 8 hours per month. Activities cannot include political activities or be substituted for work ordinarily performed by PHA employees or replace a job at any location where residents perform activities to satisfy the service requirement.
4. Provide the PHA with information verifying compliance with service requirement including number of hours accomplished under activity.
5. Comply with all Community Service Requirements.

## **Attachment “D”**

### **MEMORANDUM OF AGREEMENT**

This Memorandum of Agreement, hereinafter referred to as “MOA”, is made and entered between the Fort Dodge Housing Agency (FDHA), a governmental entity corporation hereinafter referred to as the “PHA”, and the Department of Human Services, an organization hereinafter referred to as “Human Service Agency.” The parties hereto agree as follows:

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (hereinafter referred to as “PHRA”, the Public Housing Reform Act) envisions that the PHA and the Human Service Agency will target services to families and work together to help these families become more self sufficient;

WHEREAS, the PHA and the Human Service Agency recognize the sufficient overlap in the population receiving welfare assistance and living in Public Housing or receiving Section 8 tenant-based assistance;

WHEREAS, the PHA and the Human Service Agency recognize that these families have the potential to succeed and become economically selfsufficient where adequate supportive services are provided;

WHEREAS, the PHA and the Human Service Agency recognize that the coordinated administrative practices support participant selfsufficiency and it is in the best interest of all parties concerned to coordinate efforts aimed at jointly assisting these families in becoming economically self-sufficient so that the efforts are not duplicated and so the strengths of both the PHA and the Human Services Agency can be used to benefit all families; and

WHEREAS, the PHA and the Human Service Agency recognize the need for a streamlined process to collect, verify, and provide information as necessary to either party in a timely manner to ensure efficient delivery of service, and to detect and deter participant fraud and program noncompliance;

THEREFORE be it resolved that the parties agree to the following:

- (1) Targeting services and resources to families and to assist them in achieving economic self sufficiency;
- (2) Coordinating functions to ensure the efficient delivery of services to families; and
- (3) Reducing and discouraging fraud and noncompliance with welfare and housing program requirements.

Pursuant to this commitment made by the Human Service Agency and the PHA, the following commitments and responsibilities will be provided by the Human Service Agency:

1. Provide the PHA with information that determines if benefits/assistance has been reduced or terminated because of fraud or non-compliance with an economic self-sufficiency program or work activity requirement as defined in Sec. 512 (d) (2) (A) and (3) not including any reduction of benefits, due to an expiration of lifetime time limit benefits.
2. Provide the PHA with information to determine if adult members living in public housing are exempt from Community Service requirements.
3. Provide the PHA with written verification once the PHA has provided the Human Service Agency with the appropriate Authorization Release Information form.

Pursuant to the commitment made by the Human Service Agency and the PHA, the following commitments and responsibilities will be provided by the PHA:

1. The PHA will send out timely notification to all Public Housing residents of all joint services provided by the PHA and the Human Service Agency.
2. The PHA will provide the Human Service Agency with information they request to determine how much rental assistance is being provided to a family and the number of people in the family's household.

The following commitments and responsibilities will be provided by both the Human Service Agency and the PHA:

- B. Target Supportive Services. The Human Service Agency and the PHA will implement a jointly developed process to determine if a family in Public Housing or receiving Section 8 assistance is receiving welfare benefits/assistance. This will be done so that supportive services can be targeted as provided by this agreement.
- C. Provide Welfare to Work Incentives. The Human Service Agency and the PHA will implement a jointly developed process to determine if a family in Public Housing eligible for a "disallowance of earned income from rent determination" because of an increase in income due to employment during the 12-month period beginning on the date on which the employment began and a phase in of fifty percent of the total rent increase for the next 12-month period. (Pursuant to PHRA, Sec.508 (d) the eligible family must:
  - A. Reside in Public Housing; and
  - B. Have experienced an increase in income as a result of employment of a member of the family who was previously unemployed for one or more years; and
  - C. Have experienced an increase in income during participation of a family member in any family self-sufficiency or other job training program; and

- D. Have or has, within six months, been assisted under any State program for temporary assistance for needy families under Part A of Title IV of the Social Security Act and whose earned income increases.

WHEREAS, both parties herein fully understand and agree to the roles and responsibilities outlined in this agreement.

---

PHA

---

Department of Human Services

---

Executive Director

---

Authorized Official

---

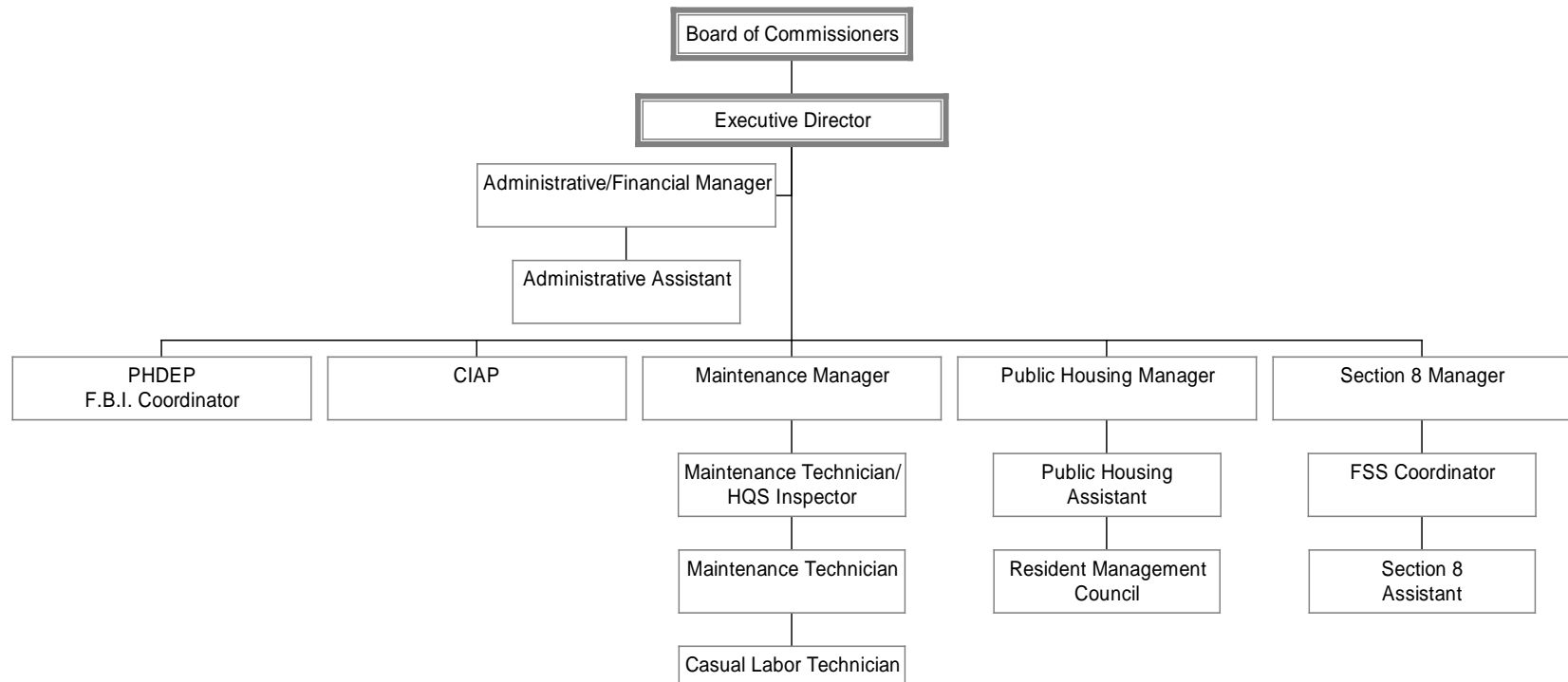
Date

---

Date

## Attachment "E"

### Fort Dodge Housing Agency Organizational Chart



# Attachment “F”

## Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

### Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

### Section 1: General Information/History

A. Amount of PHDEP Grant \$ 33,414

B. Eligibility type (Indicate with an “x”) N1 \_\_\_\_\_ N2 \_\_\_\_\_ R X

C. FFY in which funding is requested 2002

### D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Fort Dodge Housing Agency will continue with the implementation of its drug prevention and education program for at-risk youth and their parents living in Public Housing by providing constructive and educational activities through the Family Betterment Institute (F.B.I.). Activities include: support groups, tutoring/homework assistance, a learning tools library, family play time, backto-school party, fall harvest, kid’s university, a camping experience, family outings, and community service projects. The program consists of five (5) different units: 1) I AM likable, capable, unique and valued. 2) I CAN achieve my goals. 3) I HAVE strengths, capabilities, and people who will help me. 4) I WILL be alcohol, tobacco and drug free. 5) I BELIEVE I have a purpose.

### E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
IA05P107001	88	88
IA05P107002	48	101

### F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

6 Months \_\_\_\_\_ 12 Months X 18 Months \_\_\_\_\_ 24 Months \_\_\_\_\_ Other \_\_\_\_\_

\*Program will continue as long as PHDEP funds are available.

## G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1996					
FY 1997					
FY 1998					
FY 1999	\$29,912	IA05DEP1070199	\$0		
FY 2000	\$31,174	IA05DEP1070100	\$24,513.22		1/31/02

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The F.B.I. program has three main goals (#1 Protect the Children, #2 Help Parents Protect Their Children, and #3 Help the Community Protect the Children) and is divided into five different units (#1 I Am, #2 I Can, #3 I have, #4 I Will, and #5 I Believe). The F.B.I. program enhances each group participant's: self-awareness, self-concept, self-esteem, sense of personal effectiveness, sense of belonging and protection, sense of personal autonomy, positive outlook, and internal locus of control. Participants will be able to identify qualities in people, identify ways to make healthy choices, learn how to make responsible decisions, and recognize ways to overcome obstacles (to name a few).

Keeping attendance sheets, behavioral assessment/improvement forms, individual progress notes, and having participants complete an evaluation monitors participants' progress in the F.B.I. program. At the end of each 14-week session, these forms are reviewed for overall program evaluation. This allows the Agency to revise the curriculum for areas that require emphasis.

### B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$33,414.00
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	



### C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9160 - Drug Prevention					Total PHDEP Funding: \$ 29,912		
Goal(s)	Increase parent/child participation.						
Objectives	Reduce vandalism and juvenile crime in the developments, increase cultural awareness, prevent substance abuse, increase nutrition awareness, and promote personal growth and success.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. F.B.I. Coordinator Salary and Fringe Benefits	189	at-risk youth (ages 4-14) in Public Housing development and their parent(s)/ guardian(s)	2/1/02	1/31/03	\$33,414		Not applicable.
2.							
3.							

### Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160	Activity 1	\$33,414	Activity 1	\$33,414
9170				
9180				
9190				

<b>TOTAL</b>		\$33,414		\$33,414

#### **Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHAPlan and Related Regulations.”